

LSP APPLICATION SUBMITTAL CHECKLIST

To assure efficient processing of your LSP application, please make sure that you have taken the following steps *before* sending in your application. Do not send your application in unless all parts are enclosed.

- _____ enclose completed, typewritten Forms 1-8 (**DO NOT STAPLE OR BIND**)
- _____ Form 1, page 1: select either the **Standard** or **Alternate Track**
- _____ Form 1, page 3: copy in your own handwriting the Affidavit and sign and date the statement
- _____ Form 1: immediately following Form 1 enclose your **original documentation** for the educational requirements for your track
- _____ Form 7: if you are requesting educational credit for Total Professional Experience, attach original documentation following Form 7
- _____ enclose four sealed envelopes containing your references
- _____ **Send all this application material to:**
LSP Board
1 Winter Street, 3rd Floor
Boston, MA 02108
- _____ write a check for the application fee (\$245); and make out to **Commonwealth of Massachusetts/LSP Board** hand print your name in large block letters on the front at the top of the check.
- _____ **send the check for the application fee in a separate envelope to:**
Commonwealth of Massachusetts-LSP Board
Commonwealth Master Lock Box
P.O. Box 4062
Boston, MA 02241-4062